

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Oregon State Office  
7620 S.W. Mohawk Street  
Tualatin, OR 97062-8121

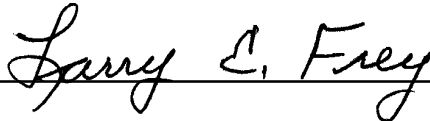
**Oregon Notice  
GEN-99**

For: County Offices

## **FSA Guaranteed Loan Training**

Approved By: State Executive Director

LEF:LEV:LEV:



### **1 Overview**

#### **A**

##### **Background**

Lenders participating in the guaranteed loan program are expected to be experienced agricultural lenders who are or will become familiar with the Agency's guaranteed loan program. More specifically, Paragraphs 49 G and 52 J of FSA Handbook 2-FLP require designated employees of CLP and PLP lenders to attend agency sponsored training each year.

#### **B**

##### **Purpose**

The purpose of this Oregon Notice is to:

- announce five regional training sessions to accomplish the training
- indicate which County Offices should attend each training session
- specify which FSA employees should attend the training sessions
- replace and revise Oregon Notice GEN-98 to include the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

*Continued on the next page*

## **FILING: Preceding FSA Handbook 2-FLP**

Disposal

Distribution

January 1, 2003

STO, DD, COR, COC, COF - Including Farm Loan Programs

11-12-02

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## 2 Training Information

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### Training Sessions

Five regional training sessions have been scheduled. Each session will begin at 10:00 a.m. and will adjourn by 3:00 p.m. The training sessions will cover the basics of the guaranteed loan program in the morning, and will cover line of credit ceiling increases, portfolio servicing requirements, loss request preparation, and more advanced subjects in the afternoon. The table below lists the dates, locations, and County Offices that should attend each session.

Date	Location	Facility and Address	FSA County Offices
Nov. 13, 2002	Ontario, OR	Malheur County Extension Service Conference Room 710 SW Fifth Avenue Ontario, OR (541-881-1417)  (Exit 376 off I-84. West on Hwy 30/Idaho Ave. Left on SW 4th St. Right on SW 4th Ave. Left on SW 7th St./College Blvd. Right on SW 5 <sup>th</sup> Ave.)	Malheur, Harney, Baker, and Grant
Nov. 14, 2002	Pendleton, OR	Pendleton Convention Center 16101 Westgate Pendleton, OR (541-276-6569)  (On Westgate just West of the Roundup grounds.)	Morrow, Gilliam-Wheeler, Umatilla, Union, and Wallowa
Nov. 15, 2002	Bend, OR	Holiday Inn Express 20615 Grandview Drive Bend, OR (541-317-8500)  Take 97 South. Left on NW Grandview Ave.)	Crook-Deschutes- Jefferson, Wasco-Hood River, and Sherman
Nov. 19, 2002	Roseburg, OR	Sleep Inn and Suites 2855 Edenbower Blvd Roseburg, OR (541-464-8338)  (Take Exit 127 from I-5 South, Turn right on Edenbower Blvd 0.5 miles )	Coos-Curry, Douglas Jackson-Josephine, Lake and Klamath
Nov. 20, 2002	Salem, OR	Holiday Inn Express 890 Hawthorne Ave SE Salem, OR (503-391-7000)  (I-5 Exit 253, West on Santiam Highway, right on Hawthorne)	Marion, Lane, Linn-Benton- Lincoln, Polk, Yamhill, Tillamook-Clatsop, Washington-Columbia, Clackamas-Multnomah,

Persons with disabilities who require accommodation to attend or participate in any of these meetings should contact Connie Tucker at (503) 692-1973, extension 245, [TDD (202) 720-2600 at the USDA's TARGET Center or through the Federal Relay Service at 1-800-877-8339], or by e-mail at [Connie Tucker@or.usda.gov](mailto:Connie.Tucker@or.usda.gov) at least one day in advance of the meeting you are planning to attend.

*Continued on the next page*

## 2 Training Information, *Continued*

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### *B* **Training Attendance**

Unless a scheduling conflict exists, FLMs, FLOs, and FLOTs should attend the training session designated for their County Office. DDs and the COR should attend the nearest training session that scheduling will permit.

CEDs and the PT with Farm Loan Programs as a primary responsibility in the County Office may, (but are not required), attend the training session with their FLM, *provided* no additional travel expense is incurred. CED and PT participation is encouraged to help meet the responsibilities listed in Part 6 of FSA Handbook 16-AO.

If FSA employees are unable to attend their designated training session, arrangements need to be made through the DD to attend an alternate session.

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### *C* **Lodging**

Training session times and locations have been scheduled to minimize the need for overnight accommodations. Training attendees needing to travel to the training sessions the night before, or remain overnight after the sessions, need to obtain the concurrence of their DD before arranging lodging.

Training participants needing lodging accommodations need to make their own arrangements and reservations.

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### *D* **Mileage and Per Diem**

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged.

Per diem rates for the training locations are shown in the following table:

<b>Location</b>	<b>Maximum Lodging</b>	<b>Meals and Incidental Expense</b>	<b>Total</b>
Salem, OR	\$55.00	\$30.00	\$85.00
Ontario, OR	\$55.00	\$30.00	\$85.00
Pendleton, OR	\$55.00	\$30.00	\$85.00
Bend, OR	\$59.00	\$42.00	\$101.00
Roseburg, OR	\$55.00	\$30.00	\$85.00

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### 3 Action

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#### STO Action

The FLP staff in the STO will mail the "FSA Guaranteed Loan Program Training" flyers to each lender who participated in the Guaranteed training meetings held last December 2001.

A copy of the flyer and the tentative agenda will also be posted to the Oregon FSA website at <http://www.fsa.usda.gov/or/>. Copies should be printed locally for use in inviting local lenders to the upcoming training sessions and encouraging their participation.

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#### CED and FLM Action

FLMs and CEDs need to make immediate contact with the agricultural lenders in their County Office areas, and assure that they are aware of and invited to the upcoming meetings. When making contacts, please inform loan officers with *extensive experience* in making and servicing guaranteed loans that, while they are welcome to attend the entire training session, they need only attend the afternoon session to fulfill their annual training requirement.

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### 4 Contacts

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#### District Director

Direct questions about authorization for overnight lodging, or scheduling conflicts requiring attendance at alternative session locations to your DD.

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#### FLM

Direct questions about the guaranteed loan program and its use in mutually serving agricultural lenders and their customers to your FLM.

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#### STO Contacts

Direct questions concerning the following subjects to the designated contacts:

- Connie Tucker for questions concerning the training sites and facilities
  - Robert Perry or Peter Halvorson concerning specific details of the subject matter or materials to be presented during the training.
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